

PUBLIC SAFETY INTEROPERABLE COMMUNICATIONS (PSIC) GRANT PROGRAM

DATA ENTRY INTO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

GRANTS REPORTING TOOL (GRT)/PSIC MODULE

JUNE 2010

1. Access PSIC Module in the GRT

2. State Overview Tab

View Dropdown Menu:

State Level Funding

Investment List

3. Select "Investments List"

4. Select "Investment Name" from available options (#1-8)

5. Becomes "Investment Summary Tab"

- Review 2007 Approved amounts for Federal Funding (Acquisition, Deployment, Planning and Coordination, Training) and Non-Federal Match (Acquisition and Deployment)
- Select "STR Related Investment?" (Yes/No) if applicable (Strategic Technology Reserve)

6. Select "Projects Tab"

View Dropdown Menu:

Project List

Create Project

7. Select "Create Project"

- Add Project Name (including Project Letter A, B, C, etc.) and Project Description
- Click "Create Project" button
- Repeat as necessary

8. Once all project(s) are completed, return to Projects Tab and select "Projects List" from dropdown menu. Click on each individual project and complete remaining tabs for each project.

****REMINDER – Total of all projects may not exceed 2007 Approved Budget in each category****

9. Federal Funding Tab – Enter budget amount into Project Funding Table for Acquisition, Deployment, Planning and Coordination, and Training (enter all that are applicable for this project)

- Enter Obligated/Expended amounts as applicable
- Select "Save and Continue"

10. Non-Federal Match Tab – Enter project Budget amount for Non-Federal Match of Acquisition and Deployment (select available options or “Other”)
 - Enter expended amounts as applicable
 - Select “Save and Continue”
11. Metrics Tab – Answer all required questions (marked with an asterisk) under “Project Metrics”
 - Select as many as applicable (all may be selected) discipline(s) impacted by this project (required)
 - Respond to questions under “Outcome Metrics” if applicable
 - Select “Save and Return to Projects Tab”

****REMINDER – Complete steps above for all Created Projects****

12. When finished, return to “Projects” tab, select box next to project(s), and click “Mark Complete”
13. The SAA (State Administrative Agency) will review all projects submitted, complete the “State-Level Federal Funding” and “State-Level Non-Federal Match Funding” amounts for the state/territory, and submit to FEMA

HELPFUL HINTS

- Total of all project(s) created may not exceed 2007 Approved Budget amounts (found in the “Investment Summary” tab)
- Each public safety agency receiving PSIC funds is required to meet and document a 20 percent statutory match requirement for each project during the period of performance of the grant.
- In the State Overview Tab (State Level Funding dropdown), only SAA users will be able to enter the State-Level Federal Funding and State-Level Non-Federal Match Funding amounts for the state/territory.
- After creating new project(s) in the “Projects” tab, return to the “Projects List” view to enter data for each individual project created.
- Upon completion of all project data entry, the “Mark Complete” button must be selected (check the box to the left of each project prior to marking them as complete).
- There are several questions in the “Metrics” tab that are required to be answered (those are marked with an asterisk).
- For additional assistance, please contact the:

California Emergency Management Agency (Cal EMA) Grants Processing Unit at 916-324-8908

Grants Reporting Tool (GRT) Help Desk at 1-877-612-4357